

**Procedure for Requesting Certified Language Interpreters for
Non-English Speakers (M.G.L. c. 221C.)**

The Office of Court Interpreter Services (O.C.I.S.) is responsible for referring certified or qualified language interpreters to any legal proceedings before or in connection with any of the Trial Court Departments in which a non-English speaker is a party or witness. Courts shall not make any arrangements other than through O.C.I.S. for the appointment of interpretation services for non-English speakers.

PROCEDURE

1. Contact of Office of Court Interpreter services (O.C.I.S.) by fax or mail, using the attached form. The Coordinator is Maribel Pintado-Espiet. The office is open from 8:30 a.m. to 4:30 p.m. and is staffed during the lunch hour (1-2 p.m.) for the convenience of the courts.
2. Place your request with the O.C.I.S. with as much advance notice of the court date as possible using the Request for Interpreter Form. Same day services, limited to unscheduled matters such as 209-A petitions, arraignments, bail hearings, etc., may be requested by phone.
3. When requesting services, either by phone or fax, please provide the following information:
 - a. Language for which services are needed
 - b. Court in need of service
 - c. Date and time of service.
 - d. Specify if someone other than the defendant is in need of service and have that name available.
 - e. Case name and docket number.
 - f. Specify if the client is indigent or non-indigent.
 - g. Charges.
 - h. Legal proceeding.
 - i. Defense counsel and Assistant District Attorney.
 - j. Judge allowing the interpreter.
 - k. Name and phone number of person placing the call.
4. Upon assignment of the interpreter, if possible, the O.C.I.S. shall forward a Confirmation Notice to the court where the request originated.
5. Whenever it is determined that the services of the requested interpreter are no longer necessary, O.C.I.S. shall be immediately notified.
6. When any legal proceeding in which the services of an interpreter are needed is continued, the request for interpretation services must be renewed in advance in the same manner outlined in the foregoing procedures.
7. All requests for interpreters for the deaf must be made through the Massachusetts Commission for the Deaf utilizing the Request for Interpreter Form. Requests should be made with at least a two week notice.

ADMINISTRATIVE OFFICE OF THE TRIAL COURT

Request For Interpreter

(Please type or print clearly)

Office of Court Interpreter Services (A.O.T.C.) 800-572-5027 x343 Fax: 617-367-9293
Massachusetts Commission Deaf & Hard of Hearing 617-695-7500 Fax: 617-695-7629

Court Name: _____

Report To: _____
Name Department

Language Requested: _____
(Enter Country of origin if language is unknown)

Date Needed: _____ **Time:** _____ **For:** <2hrs <4hrs All Day

Name of Case: _____
(First) (Last)

Docket #: _____

Offense/Case Matter: _____
(Do Not Abbreviate)

Type of Proceeding: _____
(Do Not Abbreviate)

To Assist (Name): _____
Defendant Victim Witness Parent Plaintiff

A.D.A./Attorney: _____ **Phone:** _____

Defense Attorney: _____ **Phone:** _____

Judge's Authorization: _____

Today's Date: ____/____/____ **By:** _____ **Phone:** _____ **Ext.:** _____
(Court Liaison) **Fax:** _____

Via: Fax Mail Phone (Spoke w: _____ on ____/____/____)

SECTION BELOW TO BE COMPLETED BY PROVIDER

CONFIRMATION

Date: _____ **By:** _____

Interpreter's Name: _____

Translation Policy

The Office of Court Interpreter Services translates documents into and from English into other languages for attorneys, courts, the District Attorney's offices and other court related agencies.

To submit documents for translation, please fill out the top portion of the Translation Request form and send it along with your documents to the address below. We will need as much time as possible to process your request.

If you are an attorney and need letters or other documents translated, you must fill out the top part of the Translation Request Form, and submit it along with your original materials **and** a copy of your approved motion for funds.

Please send your materials as soon as possible to:

ATTN: Translations
Office of Court Interpreter Services
Two Center Plaza
Boston, MA 02108

Or call OCIS at 617-878-0343 for additional information.